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A Guide to Doing Business With the Department of State

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PASSPORT



UNITED STATES
OF
AMERICA





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SECTION A

-Procurement Program Profile

-User Office Contacts



DEPARTMENT OF STATE

Washington, D.C. 20520

May 1982

Procurement Program

Profile

The Department of State is actively seeking qualified small, small minority and female-owned business concerns for participation in contract work generated in the course of its day-to-day operations.

The mission of the Department of State, the making and conduct of foreign policy, does not require a large procurement support program. This is primarily due to the intangible nature of the mission which does not generate the large support programs which exist in many Federal agencies. As a result the domestic procurement pattern (\$100 million in FY 1981) is chiefly of a general housekeeping nature with some international orientation.

The contract spectrum of this procurement pattern breaks down generally as follows:

1. Research and Development

(a) The Department conducts a small ongoing research program, approximately \$600,000 in FY-82, which is primarily in international economic and political research.

(b) The Department pursues an intermittent physical security research and development program devoted generally to improving resistance to terrorist attack on diplomatic installations and personnel.

2. Supply and Equipment

(a) An annual requirement for a comparatively large, approximately \$2.5 million, household furnishings (complete household) presents subcontracting possibilities.

(b) Substantial requirements for communications equipment, usually modified commercially, exist for the Department's worldwide communications network. Very often these must be consolidated with maintenance requirements which sometimes makes them unsuitable for Small Business capabilities.

(c) Physical security equipment, commercially available, in quantities suitable for small business contracts, is required on a continuing basis.

(d) Computer hardware, main frame and peripheral, and software requirements, for usual administrative and statistical purposes, partially networked worldwide, comprise a relatively large ongoing requirement. The software and programming portions are particularly susceptible to small business participation.

3. Services

(a) A substantial continuing requirement, which is suitable for small business contract participation, exists for communication equipment maintenance services.

(b) Household goods packing and storage requirements, which are multiply awarded in excess of \$2 million annually, provide an excellent opportunity for small business participation.

(c) An annual requirement of approximately \$750,000 for general labor services is suitable for small business award. Other service requirements such as messenger and clerical are available.

(d) Numerous types of management requirements generate contracts in personnel, financial and other administrative areas. These are often suitable for small business (inclusive of individuals) participation. A \$500,000 annual worldwide local wage survey, currently multiply awarded, is an example.

An exception to the non-program nature of the Department's procurement pattern, as described above, is that associated with the International Narcotics Control program. A substantial portion of the budget for this program is devoted to procurement related to narcotic detection, interdiction, crop substitution, and demand reduction. The foreign detection and interdiction efforts are largely oriented toward aircraft and communications maintenance contracts which, because of their size and the necessarily close relationship with the foreign government involved, do not always lend themselves to small business participation.

All of the procurement activities described above are conducted by the centralized procurement division in the Department, located at 1701 N. Ft. Meyer Drive, Rosslyn, Va. There are additionally, however, a number of decentralized, specialized procurement activities described below:

1. Foreign Buildings Office

(a) Substantial architectural and engineering contract requirements exist related to construction of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors of foreign sites as government-furnished equipment, are suitable for small business participation.

2. Foreign Service Institute

(a) The major focus of this procurement is upon individual quest lecturers, primarily in the political, economic and foreign area fields.

(b) Book and publication procurement is primarily directly from publishers.

3. Office of Overseas Schools

Operates a very small procurement program in support of American schools in foreign countries.

4. Library

Conducts a small book and publication procurement program, normally directly from publishers.

5. Language Service Division

Contracts with individual translators and interpreters.

SECTION B

-Memo to Small, Disadvantaged
and Female Business Owners

-Vendor Survey Form



DEPARTMENT OF STATE

Washington, D.C. 20520

TO: SMALL, DISADVANTAGED AND FEMALE BUSINESS (SD&F) OWNERS

The Department of State is steadily and substantially increasing participation by small and small disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which has furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P & S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$2,500 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C., a labor surplus set-aside area, receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the Continental United States, primarily in the drug abuse and narcotics control program. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do

not have a Dun and Bradstreet number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
M/SDBU, Room 513, SA-6
Department of State
Washington, D.C. 20520

If there are any questions, please call Mr. Robert A. Cooper, Jr. or Mrs. Durie N. White on 703/235-9579. Thank you for your interest in being of service to the Department of State.

Sincerely,

/s/

Gerald L. John
Chief, Procurement Division
Office of Supply, Transportation
and Procurement

Enclosure:

Vendor File Data Sheet

May 1982

VENDOR SURVEY FORM

DUN AND BRADSTREET NUMBER (9 DIGITS) _____

MASTERDUNS (STATE DEPT. USE ONLY) _____

COMPANY NAME _____

COMPANY DIVISION _____

STREET ADDRESS _____

TELEPHONE NUMBER (999-123-4567) _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____

COMPANY CONTACT _____

	<u>YES (Y)</u>	<u>NO (N)</u>
EDUCATIONAL INSTITUTION	_____	_____
NON-PROFIT ORGANIZATION	_____	_____
SMALL BUSINESS	_____	_____
MINORITY OWNED BUSINESS	_____	_____
*FEMALE OWNED BUSINESS	_____	_____
AMERICAN INDIAN OWNED BUSINESS	_____	_____
8(a) CERTIFIED BUSINESS	_____	_____
DATE FIRM ESTABLISHED (YYMMDD) _____		

* FOR FEMALE OWNED BUSINESS THE NUMBER ONE IS USED TO INDICATE AN AFFIRMATIVE REPLY AND THE NUMBER TWO FOR A NEGATIVE REPLY.

PRODUCT OR SERVICE CODE(S) COVERING THE TYPES OF GOODS OR SERVICES PROVIDED. (SHOULD THIS INFORMATION NOT BE AVAILABLE, PLEASE INDICATE BELOW THE TYPE OF GOODS OR SERVICES PROVIDED BY YOUR FIRM)

SECTION C

-Subcontracting Opportunities

Large Prime Contractors Offering
Subcontract Opportunities

Drexel Furniture
Contract Division
Drexel, N.C. 28619
Attn: Mr. Richard Gordon
704-433-3185

Planning Research Corp.
Rm. 6W3
1500 Planning Research Dr.
McLean, Va. 22102
Attn: Eric Drattell
703-556-1744

Price Waterhouse
1801 K Street, NW
Washington, D.C. 20006
Attn: Ann Hopkins
296-0800

Howard Grad)
Fidelity Storage Corp.)
P.O. Box 10257)
Alexandria, VA. 22310)
971-5300)

John Bartko)
District Moving & Storage Inc.)
3850 Penn Belt Place)
Forestville, MD. 20028)
(301)420-3300)

Fred Lyles)
Victory Van Corp.)
950 S. Pickett St.)
Alexandria, VA.)
751-5200)

Frederick Paxton)
Paxton Van Lines Inc.)
5300 Port Royal Road)
Springfield, VA.)
321-7600)

D. W. McCreight/)
Great American Van & Storage,)
Inc.)
4607 Eisenhower Avenue)
Alexandria, VA. 22314)
751-4400)

Subcontracting Opportunities
Available

Lumber, Fabrics,
Finishing materials,
Hardware

Standard Supplies;
ADP Professional
Services

Administrative Support, incl.
Graphic Services, audio-
visual services, printing/
reproduction services; ADP
Support; Training methods
support

boxes, crates and other packing
material

Large Prime Contracts (over
\$500,000) in the Construction/A&E
Field

Continental Mechanical Corp. (SB)
14070 Proton
Dallas, TX 75234
Attn: Mr. Dennis Baskin

Circle Industries Corp. (Lg.)
4817 Baldwin Street
Bronx, NY 10470
Attn: Mr. William Murdock
516-334-1323

Aegis, Inc. (SB)
Watergate 2600
2600 Virginia Ave., N.W.
Washington, D.C. 20037
Attn: Mr. William Zuleta

Builders Hardware Corp. (SB)
12220 Wilkens Ave.
P.O. Box 2125
Rockville, MD. 20852
Attn: Mr. Kent C. Kern

Otis Elevator Company (Lg.)
750 34rd Ave.
N.Y., N.Y. 10017
Attn: Mr. Clyde Williams
212-557-5700

"SOCODIMA"
Société de Construction et de
Distribution de Matériels
BF 2934
Libreville, Gabon
Director: R. Patricelli
Prime contract is for 6 units
of staff residences in
Libreville, Gabon.
Dollar value approx. \$1,361,665.

Sociedade de Construções
Soares da Costa, SARL.
Av. da Boavista 2300
4100 Porto
Portugal
Attn: Vidal Ferreira
For recreation center and houses
(U.S. Embassy) in Guinea Bissau./
Dollar value: \$1,471,000.

Subcontracting Opportuni-
ties Available

Mechanical Electrical

Architectural Finishing

Waterproofing
Roofing
Aluminum Windows
" Doors

Finish Hardware
Hollow Metal

Elevators
Dumbwaiters

various subcontracting
opportunities normally
associated with a turnkey
job are available.

various subcontracting
opportunities available.

In addition, there is currently an Invitation to Bid (IFB) out for construction of a new embassy office building in Cairo, Egypt. The firms listed below have been invited to bid. Other firms wishing to avail themselves of potential subcontracting opportunities under the IFB should contact any of the following firms:

AYOUBCO !(TLX: 94325)
31A Ahmad Hishmat Street
Zamalek, Cairo
Egypt

ALLAM JARVIS !(TLX:92777)
35 Hassan Street Heliopolis, Cairo Egypt
IMPRESA CASTELLI !(TLX:35043)
Via Fieno 3
Milan Italy

PAUL N. HOWARD CO. !(TLX:574341)
P.O. Box 20488
Greensboro, N.C. 27420

DEMATTEIS ORGANIZATION !(TLX:960241)
820 Elmont Road
Elmont, New York, 11003

PEPPER CONSTRUCTION INTERNATIONAL !(TLX:910-6511905)
410 South Hager Street
Barrington, Ill. 60010

**PIZZAGALLI CONSTRUCTION !(TLX:954611)
50 Joy Drive
South Burlington, Vt. 05401

**FIAT ENGINEERING !(TLX:221544)
Via Belfiore 23
10125 Turin Italy

**ENRICO ROMAGNOLI !(TLX:25144)
Via Moscova 10
20121 Milan Italy

SOARES DA COSTA !(TLX:18500)
Av. da Boavista 2300
4100 Porto
Portugal

ARAB SUNLEY CONSTRUCTION !(TLX:94031)
38 Ibrahim El Laggay Street
Heliopolis, Cairo
Egypt

**JOINT VENTURE

J. A. JONES CONSTRUCTION !(TLX:810-6217875)
1 South Executive Park
6060 St. Albans Street
Charlotte, N.C. 28287

FOUGEROLLE
3 Av. Morane-Saulnier !(TLX:698558)
Velizy, Villacoublay 78140
France

TURNER INTERNATIONAL !(TLX:645248)
405 Lexington Avenue
New York, N.Y. 10174
Attn. Mr. Ronald Russell

MBN MONTAGE BAU !(TLX:0944938)
D4504 Georgsmarien Lutte\
P.O.N. 1440 West Germany

HIGGS & HILL !(TEL:01-942-8921)
Crown House
Kingston Road
New Malden, Surrey
England

LAING PROJECTS !(TLX:92439)
48 Mossadeq Street
Dokki, Cairo Egypt

PERINI CORPORATION !(TLX:948470)
73 Mt. Wayte Avenue
Framingham, Mass. 01701

SOCIETE GENERALE D 'ENTREPRISES !(TLX:270653)
23 Rue du Pont des Halles
Chevilly-Larue 94536 Rugis
France

DONGSAN CONSTRUCTION CO. !(TLX:93828)
6 Ebn Malek Street
Guiza, Egypt

NORD-FRANCE !(TLX:690691)
21 Avenue Victor-Hugo
Paris 75116 France

KAJIMA INTERNATIONAL !(TLX:2422467)
6-4, Motoakasaka 1-chome
Minato-ku, Tokyo 107 Japan

HASSAN DORRA & PARTNERS !(TLX:????????)
39 Kasr El-Nil Street
Cairo, Egypt

U.S. DEPARTMENT OF STATE
WASHINGTON, D.C. 20520

USER-OFFICE CONTACTS

ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES
(CONSTRUCTION)

Office of Foreign Buildings
Room 302, SA-6

-Mr. J. R. Gray (A)	235-9508
-Mr. J. W. Morrison (E)	235-9489
-Mr. William F. McCollough (D)	235-9511

AUDIO-VISUAL SERVICES & PRODUCTS

Audio-Visual Services Division
Room B-258, N.S.

-Mr. Robert Hennings	632-1082
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Foreign Service Institute (FSI/AV)
Room 212, SA-3

-Mr. Joseph Sadote	235-8722
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Office of Security (SY/E&T)
Room 4106, SA-15

-Mr. Edward Lee	235-9461
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BUILDING CONSTRUCTION/CONTRACT MANAGEMENT

Office of Foreign Buildings
Room 302, SA-6

-Mr. James B. Lackey	235-2805
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BUILDING INTERIOR FURNISHINGS

Office of Foreign Buildings
Room 302, SA-6

-Ms. Susan R. McQueen	235-9440
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BUILDING MAINTENANCE & GENERAL SERVICES

General Services Division
Room 1439, N.S.

-Mr. Ronald Gahn	632-1666
-Mr. Jim Mitchell	632-5349
-Mr. Francis E. Lynn	632-3636

(includes office machine and equipment maintenance and repair,
labor services, local transportation services, etc.)

CARTOGRAPHIC SERVICES

Office of the Geographer
Room 8749, N.S.

-Mrs. Sandra H. Shaw	632-2156
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CATERING SERVICES

Office of Protocol
Room 1238, N.S.

-Mr. Jim Mark 632-1702

COMMUNICATION EQUIPMENT/MAINTENANCE SERVICES

(includes drafting, servicing communications
equipment at US embassies, repair of UHF/VHF
radio equipment, electronics training, etc.)

Office of Communications
Room 44A26, N.S.

-Mr. Stephen J. Shogi 557-9520

COMPUTER SUPPLIES AND ACCESSORIES

Information Systems Office
Room 1916, N.S.

-Mr. Julian G. Adler 632-2652

Office of Procurement
Room 528, SA-6

-Mrs. Helen Steinacker 235-9533

COOPERATIVE COMMISSARIES AND RECREATION ASSOCIATIONS

(These facilities are managed by employees at the
Foreign Service posts having such cooperatives.
See page 9 of attached list of such posts for
mailing instructions.)

DATA PROCESSING/DATA ENTRY/SOFTWARE SERVICES

a. Information Systems Office
Room 1916, N.S.

-Mr. Peter Kurtz 632-0758
-Mr. Harold Niebel 632-2821
-Mr. Julian G. Adler 632-2652

b. Bureau of Consular Affairs
Room 1813, N.S.

-Mr. Michael Repasky 632-5730

c. Office of Passport Services
Room 458, SA-17

-Mr. Stewart Bibbs, Jr. (202)523-4275

d. Office of the Comptroller
Room 1330, N.S.

-Mr. Howard A. Renman 632-1482
-Mr. Roger B. Kurland 632-1150

EDUCATIONAL MATERIALS/SUPPLIES

- a. Office of Overseas Schools
Room 234, SA-6

-Mr. Paul T. Luebke 235-1757

- b. Foreign Service Institute
Room 1200, SA-3

-Mr. Ronald Martin 235-8790

ELECTRONIC AND PHYSICAL SECURITY SERVICES/EQUIPMENT

Office of Security
Room 38A00, N.S.

-Mr. Wallace H. Gilliam 632-0914

-Mr. Casper J. Pelczynski 557-3510

(includes security engineering, technical security, counterterrorism, audio countermeasures, personal protective equipment ((firearms & ammunition)), safety and escape mechanisms, special first-aid kits, etc.)

ENGINEERING SERVICES (CONSTRUCTION)

Office of Foreign Buildings
Room 302, SA-6

-Mr. J. W. Morrison 235-9489

ENGINEERING SERVICES (NON-CONSTRUCTION)

Office of Security
Room 38A00, N.S.

-Mr. Casper J. Pelczynski 557-3510

Office of Communications
Room 44A26, N.S.

-Mr. Stephen J. Shogi 557-2215

FURNISHINGS AND APPLIANCES, OFFICE AND HOUSEHOLD*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings
Room 302, SA-6

-Mrs. Susan R. McQueen 235-9440

INTERNATIONAL POLITICAL AND ECONOMIC AFFAIRS, AND SOCIAL SCIENCE RESEARCH

- a. Office of Long Range Assessments & Research
Room 6842, N.S.

-Mrs. Barbara Morlet 632-2759

*Subcontracting opportunities may also exist within major, competitively awarded contract of approximately 5 million per annum. Contact Ms. Sally Allen, 235-1773.

b. Bureau of Oceans & International Environmental
& Scientific Affairs
Room 7820, N.S.

-Mr. Donald R. King 632-9278

c. Legal Advisors' Office
Room 6425, N.S.

-Mr. Mark B. Feldman 632-2001

d. Office of the Geographer
Room 8742, N.S.

-Miss Dorothy Bergamaschi 632-1935

e. Bureau of International Narcotics Matters
Room 7336, N.S.

-John J. Conway 632-3450

LABOR SERVICES

General Services Division
Room 1439, N.S.

-Mr. Francis E. Lynn 632-3636

LANGUAGE/TRANSLATION SERVICES

Language Services Division
Room 2214, N.S.

-Ms. Nora M. Lejins 632-1528

LIBRARY/SUBSCRIPTION SERVICES

The Library
Room 3239, N.S.

-Mr. Robert W. Hess 632-2053

-Ms. Rosemary Atkinson* 632-2739

MACHINE AND EQUIPMENT MAINTENANCE/REPAIR

General Services Division
Room 1439, N.S.

-Mr. Francis E. Lynn 632-3636

Office of Procurement
Room 528, SA-6

-Mrs. Helen Steinacker 235-9533

MEDICAL SERVICES/SUPPLIES

Medical Services
Room 2906, N.S.

-Mr. Elmer R. Higgs 632-3616

-Ms. Karen McGrath (GSO) 632-3527

*Manages Department's Commercial Library Program

MENTAL HEALTH CARE/SERVICES

Family Liaison Office
Room 1216A, N.S.

-Ms. Marilyn J. Holmes 632-1076

MICROFILMING/MICROGRAPHICS

Records Management Staff (FAIM/RM)
Room 1239, N.S.

-Mr. William F. Farrell 632-0491

PUBLISHING, PRINTING, REPRODUCTION EQUIPMENT/SUPPLIES
& EDITORIAL SERVICES

a. Publishing Services Division
Room 1853, N.S.

-Mr. Stanley C. Dean 632-7428

-Mr. Theodore F. Mavritte 632-8662

-Mr. John F. Ellsworth 632-1068

b. Bureau of Public Affairs, Office of
Public Communication

-Ms. Elaine M. McDevitt 632-2353

SAFETY AND RESCUE EQUIPMENT

Office of Security
Room 38A00, N.S.

-Mr. Casper Pelczynski 557-3510

Office of Foreign Buildings
Room 302, SA-6

-Mr. Oris Rives 235-2805

TRAINING*

a. Office of Foreign Service Career
Development & Assignments
Room 26A07, N.S.

-Mr. Geoffrey Ogden 632-3308

b. Office of Civil Service Career
Development & Assignments
Room 2421, N.S.

-Ms. Theresa A. Manly 632-0947

c. Equal Employment Opportunity Office
Room 3214, N.S.

-Mr. John A. Anderegg 632-9294

*Training programs with Government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM).

d. Foreign Service Institute

Room 710, SA-3

-Mr. Gary D. Crawford 235-8770

e. Office of Communications

Room 2130, N.S.

-Mr. Paul Del Guidice 632-3641

f. Office of Security

Room 4106, SA-15

-Mr. James E. Dandridge 235-9461

TRANSPORTATION/PACKING/SHIPPING

Office of Transportation

Room 1047, N.S.

-Mr. Christopher G. Mayers 632-8783

-Mr. William H. Moran 235-9541

WORK PROCESSING SUPPLIES AND ACCESSORIES

Information Systems Office

Room 1916, N.S.

-Mr. Douglas K. Stevens 632-7956

Office of Procurement

Room 528, SA-6

-Mrs. Helen Steinacker 235-9533

* * * * *

For further information contact:

Mr. Robert A. Cooper, Jr.

Director, Office of Small and Disadvantaged

Business Utilization

Room 513, SA-6

Tel. (703) 235-9579

or

Mrs. Durie White

Assistant Director of Small and Disadvantaged

Business Utilization

Tel. (703) 235-9580

Telephone area codes: (202) for numbers beginning with 632
(703) for all others

STATE DEPARTMENT FOREIGN SERVICE POSTS AT WHICH U.S. EMPLOYEES
OPERATE COOPERATIVE COMMISSARIES AND RECREATION ASSOCIATIONS

LOCATION OF OFFICE

TYPE OF OFFICE

Abidjan, Ivory Coast	Embassy
Accra, Ghana	Embassy
Addis Ababa, Ethiopia	Embassy
Algiers, Algeria	Embassy
Amman, Jordan	Embassy
Ankara, Turkey	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece	Embassy
Bangkok, Thailand	Embassy
Beijing, China	Embassy
Beirut, Lebanon	Embassy
Belgrade, Yugoslavia	Embassy
Belize City, Belize	Consulate General
Bogota, Columbia	Embassy
Bonn, Germany	Embassy
Brasilia, Brazil	Embassy
Brussels, Belgium	Embassy
Bucharest, Rumania	Embassy
Budapest, Hungary	Embassy
Buenos Aires, Argentina	Embassy
Cairo, Egypt	Embassy
Canberra, Australia	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela	Embassy
Columbo, Sri Lanka	Embassy
Conakry, Guinea	Embassy
Copenhagen, Denmark	Embassy
Cotonou, Benin	Embassy
Dacca, Bangladesh	Embassy
Dakar, Senegal	Embassy
Damascus, Syria	Embassy
Dar es Salaam, Tanzania	Embassy
Dublin, Ireland	Embassy

Frankfurt, Germany	Consulate General
Freetown, Sierra Leone	Embassy
Geneva, Switzerland	Branch Office
Guatemala, Guatemala	Embassy
Helsinki, Finland	Embassy
Hong Kong, Hong Kong	Consulate General
Islambad, Pakistan	Embassy
Jakarta, Indonesia	Embassy
Jidda, Saudi Arabia	Embassy
Kabul, Afghanistan	Embassy
Karachi, Pakistan	Consulate General
Kathmandu, Nepal	Embassy
Khartoum, Sudan	Embassy
Kingston, Jamaica	Embassy
Kinshasa, Zaire	Embassy
Kuwait, Kuwait	Embassy
Lagos, Nigeria	Embassy
La Paz, Bolivia	Embassy
Libreville, Gabon	Embassy
Lilongwe, Malawi	Embassy
Lima, Peru	Embassy
Lisbon, Portugal	Embassy
Lome, Togo	Embassy
London, England	Embassy
Madrid, Spain	Embassy
Managua, Nicaragua	Embassy
Manila, Philippines	Embassy
Mexico City, Mexico	Embassy
Mogadishu, Somalia	Embassy
Monrovia, Liberia	Embassy
Montevideo, Uruguay	Embassy
Moscow, USSR	Embassy
Munich, Germany	Consulate General
Muscat, Oman	Embassy
Nassau, Bahamas	Embassy

New Delhi, India	Embassy
Niamey, Niger	Embassy
Oslo, Norway	Embassy
Ottawa, Canada	Embassy
Ouagadougou, Upper Volta	Embassy
Panama, Panama	Embassy
Paris, France	Embassy
Port au Prince, Haiti	Embassy
Port of Spain, Trinidad	Embassy
Prague, Czechoslovakia	Embassy
Quito, Ecuador	Embassy
Rabat, Morocco	Embassy
Rangoon, Burma	Embassy
Rio de Janeiro, Brazil	Consulate General
Rome, Italy	Embassy
Sana, Yemen	Embassy
San Jose, Costa Rica	Embassy
San Salvador, El Salvador	Embassy
Santiago, Chile	Embassy
Santo Domingo, Dominican Republic	Embassy
Sao Paulo, Brazil	Consulate General
Seoul, Korea	Embassy
Sofia, Bulgaria	Embassy
Stockholm, Sweden	Embassy
Tangier, Morocco	Consulate General
Tegucigalpa, Honduras	Embassy
Tel Aviv, Israel	Embassy
Thessaloniki, Greece	Consulate General
Tokyo, Japan	Embassy
Tunis, Tunisia	Embassy
Vienna, Austria	Embassy
Vientiane, Laos	Embassy
Warsaw, Poland	Embassy
Yaounde, Cameroon	Embassy

MAILING ADDRESS FORM

Administrative Officer
 (for Commissary Officer)
 American Embassy*/Post
 Department of State
 Washington, D.C. 20520

*or Consulate General or Consulate, as appropriate

UNIVERSITY OF FLORIDA



3 1262 09684 6125

